

WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
SECRETARY 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees/Exam List *
*See below eligibility requirements.

Location: Registrar's Office
Danbury, CT - Midtown Campus

Salary: \$41,440 – 54,377

Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.*

Job Posting No: 056142

Closing Date: Tuesday, August 5, 2014

The Registrar's Office helps guide students from their initial enrollment in the University all the way through completing their documentation for graduation. The environment is energetic and very fast paced, particularly during Registration and Graduation, with a wide variety of tasks to be performed. Inquiries come via telephone, fax, email, and in-person. Duties include: answer incoming calls and e-mails, open and distribute office mail, create and maintain office filing systems, register students, verification and certification processing, back up for taking meeting minutes, create basic correspondence and reports, order and maintain office supplies, provide back up support to the office assistants and more. The ideal candidate is highly organized and able to multi-task with ease, has excellent customer service and interpersonal skills as well as strong verbal and written communication skills. Additionally must possess excellent keyboarding and word-processing skills and be proficient in Microsoft Word and Excel. Previous use of Banner is preferred. *Occasional evening and/or weekend work may be required.

ELIGIBILITY REQUIREMENTS: Candidates must be on the current Secretary 1 certification list promulgated by the Department of Administrative Services. State employees currently classified as Secretary 1 and having permanent status in the job class or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on SEBAC/Re-employment lists are given first consideration. **NOTE:** Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. Do not submit application materials unless you meet the above criteria.

MINIMUM QUALIFICATIONS REQUIRED: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

GENERAL EXPERIENCE: Two (2) years' experience above the routine clerk level in office support or secretarial work.

SUBSTITUTION ALLOWED: College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS: Eligible candidates must submit a cover letter, which includes the contact information of three (3) current professional references and a resume as one (1) Word document or PDF. Submit via email to: hrpositions@wcsu.edu. Do not submit the cover letter in body of the email. Do not submit the state application. In subject line of email reference: Your Last Name #056142 Secretary Registrar's Office. Your email with the one attachment must be received no later than **Tuesday, August 5, 2014** in order to be considered. Late applications will not be accepted. **BE SURE TO READ THE ABOVE ELIGIBILITY REQUIREMENTS BEFORE SUBMITTING YOUR APPLICATION MATERIAL.**

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.